

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 30, 2001

PERSONNEL LETTER #01-016
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division
State Controller's OfficeRE: **EMPLOYEE RETIREMENT INFORMATION FOR BARGAINING UNIT 13 EFFECTIVE
OCTOBER 1, 2001**

Bargaining Unit 13 membership did not ratify the recent Memorandum of Understanding with the Department of Personnel Administration (DPA). Consequently, the employee retirement contribution rate for Miscellaneous and Industrial members will revert to the rate in effect on August 30, 2001. Per provisions of the prior contract, Safety employees will have their retirement rate and exclusion amount changed from six percent in excess of \$317 per month in effect on August 30, 2001, to eight percent in excess of \$238 per month. At this point, DPA's direction has been to not adjust the retirement rate for the September pay period.

The retirement changes will necessitate new retirement account codes. Below is a chart that identifies the affected retirement account codes.

Current Account Code	New Account Code
17	63
18	64
19	63
24	45
30	64
67	63
68	64
93	46

PROCESSING

The Controller's Office posted 505 transactions effective October 1, 2001 to the Employment History Data Base based on transactions processed through October 22, 2001. Agencies are responsible for updating the Employment History Data Base with the correct retirement account code information for transactions keyed after October 22, 2001. Failure to do so could result in erroneous withholding of employee retirement contributions.

Employees with appointment expiration or separation expiration dates prior to October 1, 2001 did not have 505 transactions posted. Agencies must determine if the employees are to be re-appointed or separated and key enter the appropriate transaction. If re-appointed, key enter an October 1, 2001 effective dated 505 transaction reflecting the correct account code.

CONTACTS

If you have any questions concerning this letter, please contact Lynn Black at (916) 327-3926. For PAR documentation, contact the Personnel Liaison Unit at (916) 322-6500. Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

RZ:LB/PMAB